

Work Experience at Newcastle High School

For a lot of things in life you "try before you buy"! This should also be the case for students' future careers...

The importance of work experience:

Work experience is a great way for young people to talk to adults in their workplaces to gain firsthand knowledge of what an industry or job involves, the good the bad and the ugly!

Often a lot of students will think they like the idea of a certain career, but they don't have the full facts about what the job actually entails, or the pathways to get there!

Workplace learning helps students to:

- Test their job and career choices
- Engage with the wider community
- Complete coursework in a relevant industry setting
- Learn what is required from a worker in the workplace
- Build general work skills like workplace communication, team work and critical thinking
- Develop specific industry skills, including vocational education and training (VET) course competencies
- Gain confidence, maturity and self management skills through participation in an adult work environment

'work experience helped me to learn about what skills I need to gain an apprenticeship and what employers are looking for'



Work Experience can help students make informed decisions when planning their transition through school and on to further education, training and work

Work Experience programs are usually undertaken by students in Years 10, 11 and 12.

Work experience provides a general introduction to the 'world of work'. Students are able to observe a variety of work, usually in a field of their choice, and undertake supervised tasks appropriate to their skill level.

Work experience builds on a student's career planning and transition activities in school and can assist their course and subject choices in senior high school.

What work can't students do?

There are unlimited career opportunities to explore. There is however, a list of activities for special consideration as they are deemed a 'higher risk' workplace or activity. Risks to your health and safety need to be carefully considered and risk assessed by the host employer and the school before approval.

Some workplace learning placements also require you to know about specific work health and safety (WHS) before you can work in the workplace. For example, to be on a building site, you and any accompanying support staff must first complete the WHS Induction Training for Construction Work (White Card).

How do students find a placement?

Students are encouraged to be confident and develop the skills required to approach employers for their own work experience. An employer will be more impressed if a young person can phone or email (with a follow up phone call).

Please do NOT text or facebook potential host employers.

It is also fine if students get support from family or friends of the family to contact on their behalf.

If additional support is needed please see the Careers Advisor.



Can I do work experience with my family or friends of the family?

Yes you can approach family to host you for work experience, it may be less daunting for a young person to be comfortable in a work environment where they know the host or another employee.

When can students undertake workplace learning?

- Students can undertake work experience any time during the year. NHS does not have a set 'week' that floods the local business community.
- Students can participate in workplace learning programs from the age of 14
- Year 9 and 10 workplace learning programs can only operate during term time
- Students under 15 years cannot work before 7am or 6pm
- There are special considerations around working at night, this is not usually advisable
- Workplace learning may be extended into the weekend with special approval from the school
- In exceptional circumstances, the principal may approve workplace learning for individual Year 11 and 12 students during school holidays. This does not include the December/January school holidays

* The amount of time you can spend on work experience placement varies depending on the student's needs and interests, and when the host employer can accommodate them. Some options are a 3-5 day block, one or two days per week.

What about missed school work?

It is *heavily encouraged* that students **check with their teachers prior to applying** to ensure they are not missing important course work, assessment tasks, or tests. Students can negotiate alternate dates for submission of assessments prior to work experience. See Mrs Hine for any support needed with this.

Can a student get paid?

No, students are volunteer workers. Any payment affects the Department's insurance arrangements with host employers.

What about travel arrangements?

- All travel is at the student's expense
- Concession fares are available for travel on public trains, buses, ferries and some private buses
- As a parent or caregiver, you must be satisfied that the travelling arrangements can be safely managed by the student.

Insurance and indemnity

The department has insurance arrangements for students injured while participating in approved workplace learning. This also includes students injured while travelling directly to or from their placement.

Parents/caregivers are initially responsible for any expenses incurred by a student as a result of accident or injury, prior to a claim being submitted under these insurance provisions. More information in the [Workplace Learning Guide for Parents and Caregivers](#) – found by searching 'The workplace-learning-guide-for-parents-carers.pdf'

The Student Placement Record Form (work experience paperwork)

All contacts, arrangements and approvals will be recorded on their Student Placement Record. This enables important information to be shared, signed and approved by all parties. The completed original is stored with the Careers Advisor.

See Mrs Hine in the Careers office a few weeks prior to when you want to go on work experience.

There are considerations that need to be discussed and paperwork to complete, to ensure that students are safe and covered by Department of Education insurance.

